

Shipping Progress Report

Date: [Insert Date]

To: [Supplier Name]

From: [Your Company Name]

Dear [Supplier Name],

We hope this message finds you well. We are writing to provide you with an update on the shipping status of our recent orders.

Order Details

Order Number	Item Description	Quantity	Status	Estimated Delivery Date
[Order Number 1]	[Item Description 1]	[Quantity 1]	[Status 1]	[Date 1]
[Order Number 2]	[Item Description 2]	[Quantity 2]	[Status 2]	[Date 2]

If you have any questions or require further assistance, please do not hesitate to contact us.

Thank you for your continued cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information]